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CIA-RDP70-00211R000200180040-5

Report for Week Ending 30 April 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

✓ (1) Completed 35 actions requiring the printing of 714,330 copies or sets of blank forms. This represents an increase of 16 actions and an increase of 400,950 copies or sets compared to last week,

✓ (2) Eleven new and ten revised forms were approved.

(3) As a result of the survey being made of all forms which have not been reordered during the past eighteen months, 66 forms have been made obsolete to date. This survey is presently about 75% complete.

b. Intangible

✓ (1) Arrangements were made to provide the [redacted] (thru 25X1A6a 25X1A8a [redacted]) with 4,000 sets of a 5 part carbon interleaved card previously restricted in usage to [redacted] FOIAb3b1

✓ (2) A series of meetings were conducted by [redacted] with officials of OL, Comptroller, Central Processing Branch, and th[redacted] Staff, DD/P, concerning proposed changes in the Travel Order Form and procedures. Much progress toward an improved, standardized form was made. We hope to wind up the initial phases of this project next week. 25X1A9a 25X1A8a

2. Assignments

a. Active

(1) Fifteen new and nine revised forms are pending.

✓ (2) Eight Employee Suggestions are being evaluated.

(3) The revision of the "Foreign Duty Data Sheet", Form No. 475, is presently being held up pending the results of a meeting between representatives of the Comptroller's Office and the Management Staff on forms matters. To preclude the possibility of exhausting supplies of Form No. 475, approval has been given for printing limited supplies of the current edition.

(4) Because of various complicating factors involved in the possible consolidation of five Agency forms, as proposed by Employee Suggestion No. 2906, the matter has been referred for the present to Mr. [redacted] O&M representative for the DD/P 25X1A9a

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25X1A9a

area. Appropriate steps will be taken after Mr. [redacted] has had an opportunity to talk with Mr. [redacted] about this Suggestion.

25X1A9a

3. News

Sample copies of a new type, self contained NCR Paper have been obtained. This paper has the ink contained in the surface coating, this may be used on typewriters, teletypewriters and other machines without any need for a ribbon. It may also be written on with a stylus. We are investigating possible applications.

[redacted]

25X1A9a

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